

DIVISION 1 - GENERAL REQUIREMENTS

SECTION 01700 - CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 - RELATED DOCUMENTS

- A. Specifications and general provisions of Contract, including General Conditions and other Division 1 Specification sections, apply to work of this section.

1.02 - DESCRIPTION OF REQUIREMENTS

- A. DEFINITIONS: Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of contract, and similar actions evidencing completion of the work.

1.03 - PROCEDURE

- A. When the project is approaching substantial completion, the Contractor shall notify the EPA's On-Site Representative. The EPA's On-Site Representative will review the progress of the work to determine when Substantial Completion is achieved. At that time, the Engineer and the EPA's On-Site Representative will prepare a punch list of all items remaining to be completed and all items to be repaired to be acceptable to the EPA. The project will be closed out when the punch list is 100% completed and approved.
- B. COMPLETION TIME: The number of calendar days to complete all Punch List items is the time established by the Contractor and approved by the EPA to complete the majority of the items. All exceptions requiring more than thirty (30) calendar days will be listed with an extension of time and reason for the required extension of time to complete each particular item. If the Contractor fails to complete the items listed in the Punch List in thirty (30) calendar days, the EPA may elect to have another Contractor to complete the work and deduct that cost from the original Contractor's final payment and retainage.
- C. Final cleanup shall occur after all punch list items have been completed.

1.04 - RECORD DOCUMENT SUBMITTALS

A. GENERAL

Specific requirements for record documents are indicated in individual sections of these specifications. Other requirements are indicated in General Conditions. General submittal requirements are indicated in "Submittals" sections. Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for Architect's reference during normal working hours.

B. AS-BUILT DRAWINGS

Maintain a set of contract drawings and "approved" shop drawings in clean, undamaged condition, with mark-up of actual installations which vary from the work as originally shown. Mark whichever drawing is most capable of showing "field" condition fully and accurately; however, where "approved" shop drawings are used for mark-up, record a cross reference at corresponding location on working drawings. Mark with red erasable pencil and, when feasible, use other colors to distinguish between variations in separate categories of work.

C. RECORD SPECIFICATIONS

Maintain one (1) copy of specifications, including addenda, change orders and similar modifications issued in printed form during construction, and mark up variations in actual work in comparison with text of specifications and modifications as issued. Upon completion of mark up, submit two (2) copies to the EPA.

D. MISCELLANEOUS RECORD SUBMITTALS

Refer to other sections of these specifications for requirements of miscellaneous record keeping and submittals in connection with actual performance of the work. Immediately prior to date of substantial completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for continued use and reference, submit to the EPA.

E. OPERATING AND MAINTENANCE BOOKLETS

Prime Contractor shall prepare and deliver to the A/E Representative five (5) bound booklets, four (4) for the EPA and one (1) for the Architect containing typed lists of all major materials and equipment used in their work. The list shall give the names and addresses of manufacturers and suppliers of materials and equipment and of all subcontractors used.

First Page: Title, Owner, address, date of submittal, prime Contractor(s), Principal Subcontractors and Architect.

Second Page: Index of Divisions and Sections Conforming to Specification's Table of Contents.

Succeeding Pages: Lists, under headings of Division and Section.

First Section: Written description of system contents, where located in building, how each part functions, and how system works as a whole. Conclude with list of items requiring service and state the service needed or refer to manufacturer's data in the binder that describes the proper service.

Second Section: A copy of each shop drawing with an index at the beginning of the section.

Third Section: A copy of each manufacturer's operating instructions and catalog cuts with an index at the beginning of the section.

Fourth Section: A list of all equipment used on the job, Contractor's purchase order numbers, suppliers' names and addresses, date of start-up of each piece of equipment, copies of Certificates of Inspection, test data and reports.

Fifth Section: Copies of all warranties required by each section.

- F. CONTROL, WIRING DIAGRAMS AND CHARTS
Prime Contractor shall submit the following to the EPA's On-Site Representative prior to final payment:

Both Paper and Electronic copies of all control and wiring diagrams pertaining to the work. Electronic copies to be compatible with AutoCAD Version 14.

- G. INSTRUCTION OF PERSONNEL IN USE OF SYSTEMS
Prior to final acceptance of work by the EPA, the Prime Contractor requiring operating instructions, shall arrange a meeting with the EPA's On-Site Representative to instruct personnel in use of the systems.

Each Contractor or subcontractor shall ascertain the system is fully operable and said demonstration shall not imply final acceptance by the EPA.

END